

Set up Mapiq

Take the first step in your smart building

You know when and where you work best. All we need to do is support you. Mapiq provides insight into all facilities your modern office has to offer, so you can always find that exact place you need. This guide will help you get started with Mapiq, so let's get going!

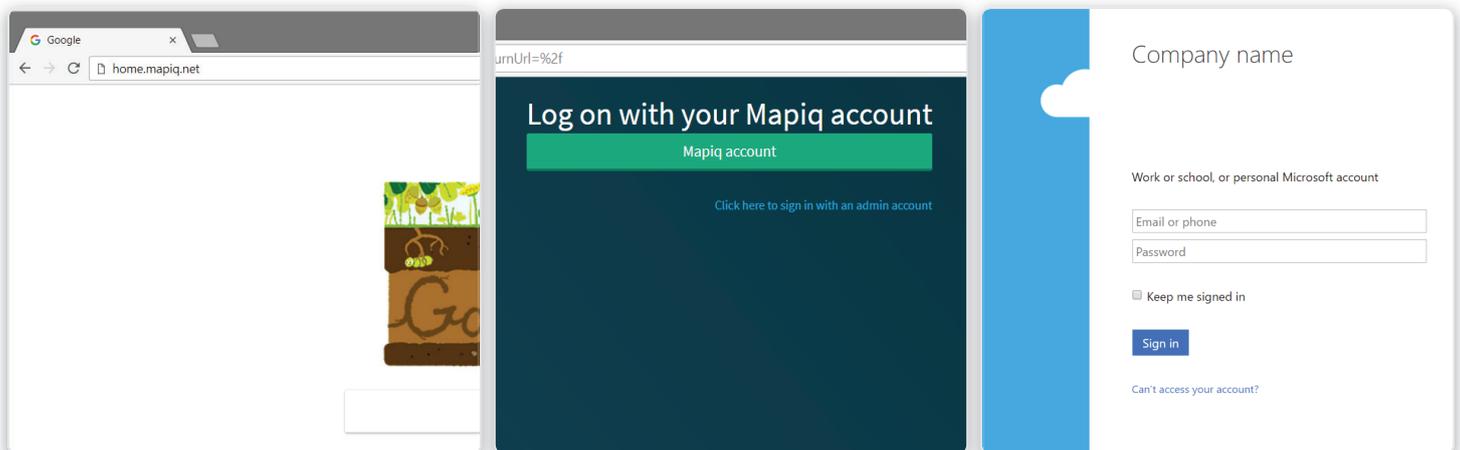
What is Mapiq?

Mapiq is an interactive digital map of your office building that allows you to book rooms, explore the building, find your way and much more. It is a web application that runs in the web browser on your PC, laptop, tablet or smartphone. Mapiq consists of a 3D map with a floor selector, and a menu panel that shows you everything you need to know about spaces and facilities in the building. To use Mapiq, all you need is a browser and the URL (<https://companyname.mapiq.net>).

Signing in

1. Go to your employer's Mapiq URL (<https://companyname.mapiq.net>).
2. Click on the green log-in button that says "Mapiq account".
3. Fill in your company log in credentials in the SSO screen that appears.
4. Start using Mapiq!

Mapiq will offer the option to remember your login details. This way, you will remain logged in until you log out, or the session times out. [Forgot your password? contact your IT department for help!](#)

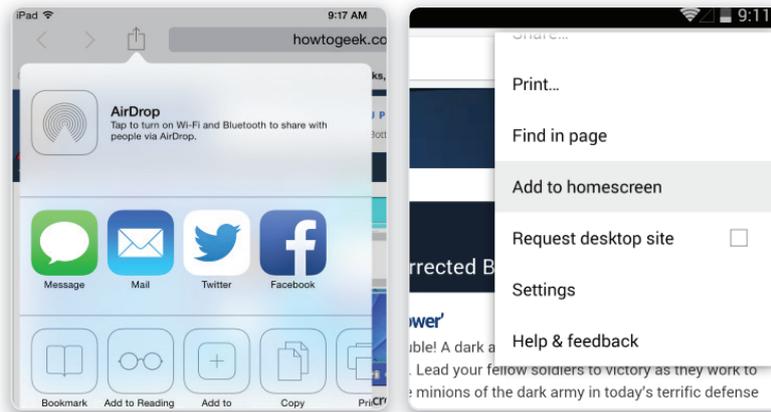


The steps you will follow when logging into Mapiq in your browser.

On your smartphone

To make the Mapiq experience unforgettable, we highly recommend placing a bookmark on your homescreen. This will allow the application to run fullscreen, making it easier to navigate.

1. Go to your employer's Mapiq URL (<https://companyname.mapiq.net>) in your phone's web browser.
2. In Safari on iOS, click on the "share" icon at the bottom of your screen (square with arrow) and select the "place on home screen" option
3. In Chrome on an Android device, press the menu button (3 stacked dots) and select the option "Place on Home Screen."
4. Now navigate to your homescreen, a blue Mapiq icon should be placed there.



Homescreen link on Iphone and Android. (image credits: www.howtogeek.com)

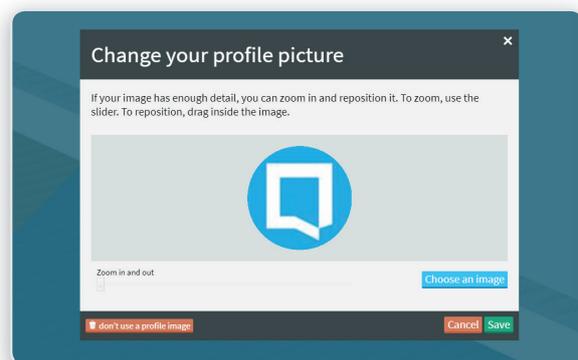
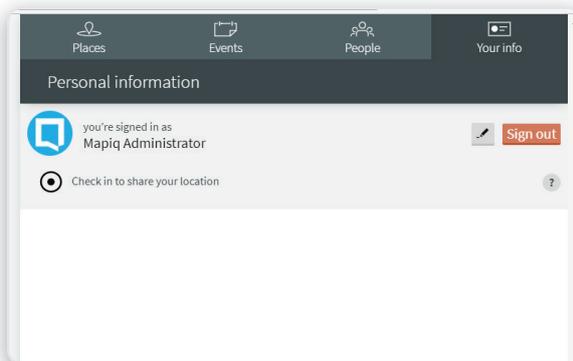
■ Privacy issues. Check!

When you have opted in for the people finding feature, the Mapiq system will only keep the bare minimum of data to run the feature. Besides standard security measures, like end-to-end encryption, Mapiq has a transparent but strict policy on data retention. Mapiq will not activate the localisation feature without your explicit permission. An opt-in is always required. You can enable or disable localisation at any time in the “your information” tab. This way you always have full control over location sharing. Localisation only works within the confines of your office building.

■ Make it personal

To make Mapiq more personal, and your profile more recognizable for your co-workers, you can also upload a profile picture in Mapiq.

1. Go to the “Your info” tab and click on the circle with your initials or the pen icon.
2. In the window that opens, click on the “choose an image” button.
3. Find a photo on your computer and press “Accept”.
4. Drag the photo with your mouse so it sits centered and adjust the size with the slider if necessary.
5. Click Save.



Click on your identicon to change your profile picture.